

# READY KIT

Every business should have a "Ready Kit" that includes important documents and supplies necessary for business to continue after a small or large interruption or disaster. Some suggested items include:

- Business Continuity Plan
  - Emergency contact list of employees and key customers/clients
  - List of suppliers and vendors
  - Insurance policies and agent information
  - Emergency Action Plan
- Inventory list and pictures
- Voice mail box number and remote password
- Back-up computer systems/data files
- Pictures of business interior and exterior
- Video or photos of company assets
- List of current values of all inventory and assets
- Camera to document damage
- Legal documents
- Current financials
- Last 3 years' tax returns
- Cash reserves
- Bank records including checking, savings, credit and debit cards, loans and letters of credit

Store your "Ready Kit" in a fire-resistant and waterproof box in a safe off site location and/or an online secure vault service.



South-West Texas Border  
**Small Business  
Development Center Network**

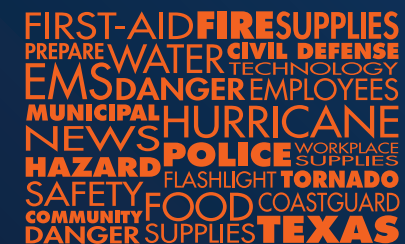
*The University of Texas at San Antonio*

There are 10 Small Business Development Centers (SBDC's) strategically located across south, west & central Texas. To find your local SBDC visit our website.



[www.txsbdc.org](http://www.txsbdc.org)

The SBDC is partially funded by the U.S. Small Business Administration. The support given by the SBA through such funding does not constitute an expressed or implied endorsement of any of the co-sponsors' or participants' opinions, findings, conclusions, recommendations, products, or services. SBDC programs are nondiscriminatory and open to the public. Reasonable arrangements for persons with disabilities will be made, if requested at least two weeks in advance.



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# READY FOR ANYTHING

## PLAN TO STAY IN BUSINESS

### WOULD YOUR BUSINESS SURVIVE IF...

- The road to your business closes as result of construction or bad weather?
- A key supplier/customer goes out of business?
- A key employee gets sick for an extended period of time?

### WHY PREPARE

From workplace disruptions to natural and man-made disasters, as a small business owner, you should be ready for anything.

Unexpected events can quickly interrupt your business putting you and your employees at risk. If you are not prepared, your business could shut down forever.

### WHERE TO START

Developing a business continuity plan will protect your business by minimizing the impact of unplanned disruption and improve the likelihood that your business will survive and recover.

Through grants provided by the U.S. Small Business Administration, businesses impacted by local disasters can take advantage of prepaid business assistance in planning for recovery. All small businesses can benefit from the services of their local SBDC.

## Protect your business! Small Business Emergency Preparedness will help you:

- Reduce impact of business interruption
- Minimize risk
- Protect the business, employees, and the community
- Improve products & services
- Develop disaster preparedness and response strategies
- Remain current on rules and regulations
- Improve ability to bid on and win contracts
- Build competitive advantage
- Improve public image



## IF YOUR BUSINESS SHUTS DOWN FOR ANY REASON, HOW MANY DAYS CAN YOU SURVIVE?

### ONE-ON-ONE ADVISING

Our business advisors are available to work with you one-on-one to help you develop a business continuity plan tailored to meet the needs of your business, including:

- Identifying critical processes and the associated risks of disruption.
- Controlling risks and creating contingency plans, including adequate insurance planning.
- Plan testing involving employees, suppliers, customers and stakeholders.
- Improving data security and protection of business assets and intangibles.

### TRAINING

Training events and workshops are available to help you understand a variety of business continuity concepts including risk management, disaster response planning, insurance, and data security. Visit your local SBDC website for a list of training events and workshops near you.

### ONLINE RESOURCE CENTER

Our centers can provide access to online training, forms and checklists, as well as links to useful websites that will assist you with developing your business continuity plans and effective operations.

[www.txsbdc.org](http://www.txsbdc.org)